

**State of Connecticut  
Department of Developmental Services  
Check List for Application**

Name: \_\_\_\_\_ Town of Residence: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Step 1- Complete the Eligibility Application form.

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Step 2- Include the following in your application packet:

- ☐ **All Psychological and Educational Testing:** This testing can usually be obtained from schools, agencies, or private psychologists upon your request.
  - **Intelligence/Cognitive tests:** These tests, such as the Wechsler or Stanford-Binet, assess the applicant's intellectual/cognitive ability and generate IQ scores. Please submit all tests available. IQ scores are required for applicants over the age of 8.
  - **Adaptive skills tests:** These tests, such as the Vineland or Behavior Assessment System for Children (BASC), evaluate the applicant's capability with daily activities such as dressing, grooming, and social skills. Please submit all tests available.
  - **Autism diagnostic testing (if applicable):** These tests, such as the Gilliam Autism Rating Scale (GARS), Childhood Autism Rating Scale (CARS), or Autism Diagnostic Observation Schedule (ADOS), indicate a diagnosis of an autism spectrum disorder.
- ☐ **Medical History and Most Recent Physical Examination:** This can usually be obtained from your primary care physician upon request. If there are psychiatric evaluations, these should be included. If the applicant has been diagnosed with Prader-Willi Syndrome, please include a copy of the physician's report diagnosing this disorder.
- ☐ **HIPAA Acknowledgement Form:** The form must be complete and signed by the applicant if the applicant is 18 years of age or older, or the applicant's legal guardian if the applicant is 18 years or older and has a court appointed legal guardian.
- ☐ **Guardianship or Conservatorship Forms:** Provide a Probate Court decree of appointment of guardian or conservator if applicable.
- ☐ **Proof of CT Residence:** This can include a CT driver's license, CT non-driver photo ID, DSS Connect Card, tax form, etc.
- ☐ **Copy of the following: Birth Certificate, Social Security Card, Health Insurance Card AND Medicaid Card (If applicable).**
- ☐ **Educational Information:** Include the last 3 years of educational records including Individual Educational Plans (IEPs), standardized test scores, and triennial evaluations). *For applicant's under 5 years of age, please submit a copy of the current IEP or Individual Family Support Plan (IFSP).*

Step 3- If you are MISSING any of the above documentation, you will need to complete a **Release of Information** form and SEND it to your doctor, psychologist, school or clinic and request these records. **Do NOT send the release forms to DDS because DDS CANNOT send these documents for you.**